

Bread of Life Christian Church in Orlando 奧蘭多靈糧堂

Check Request Form

Check Number: _____

Today's Date (Month Day Year)

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Invoice Date	Description	Amount	Department Name	Department Code	Budget Code	Assets Yes No	Special Requests
TOTAL							
Check Payable to: (one name per form)							
Name		Address			Phone Number		
Account Payable	Executive Committee	Finance Department	Department Head's Signature	Requestor Name			
Date	Date	Date	Date	Date			

1. 請記得在報帳時附上收據並且詳細填寫報帳單
Please attach original receipts with the check request form and fill it completely.
2. 請先取得該部門負責人的簽名再將此表格送交財務部
Please acquire necessary signatures before submitting the form to the finance department.
3. 如購買的物品屬於教會資產請在資產欄內註明
If the items purchased should be categorized as church assets, please mark "yes" at desired column.
4. 如有疑問請向財務部負責人 Loretta 姐妹查詢
Any questions please contact Finance Department

BOLCC Orlando 2009 Department and Budget Code

1 English and Youth

- 101 Food Ministry
- 102 Outreach

2 Worship

- 201 Training
- 202 Outreach
- 203 Musical Instruments
- 204 Facility
- 205 CD and Song Books
- 206 Maintenance and Repair

3 Education

- 301 Adult Sunday School
- 302 Library and Mission Support

4 Children

- 401 Facility
- 402 Children Sunday School Text
- 403 Children Sunday School Expense
- 404 Chinese School
- 409 Children Playground

5 Pray and Healing

- 501 Outside Speaker

6 Pastoral and Mission

- 601 Cell Groups
- 602 Outside Speaker
- 603 Training Material
- 604 Program Fee
- 605 Local visitation
- 606 Palm Beach Mission
- 607 China Outreach Ministry
- 608 Donation

7 Administration

- 701 Sunday Lunch
- 702 Paper Plate, Water and Rice
- 703 Cleaning Items
- 704 Copy Machine and Paper
- 705 Office Stationary
- 706 Computer and Internet

8 Building and Campus

- 801 Building Insurance
- 802 Lawn Service
- 803 Pest and Termite Control
- 804 Maintenance and Repair